



COLLINSVILLE AREA RECREATION DISTRICT

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REGULAR MEETING MINUTES

SEPTEMBER 18, 2018

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by President Ronald Jedda at 6:30 PM, September 18, 2018 at the district office, 10 Gateway Drive, Collinsville, Illinois.

Following The Pledge of Allegiance, the roll was called with the following commissioners answering present: Jeanne Lomax, Brad Sewell, Aaron Wright, and Ronald Jedda.

Staff present include: Doug Erhart, Kimberli DeRossett and Jill Rice.

District Attorney James Craney was present as well.

SPEAKERS FROM THE FLOOR

Jedda opened the floor for Speakers from the Floor. There were no Speakers from the Floor.

CONSENT AGENDA

Jedda opened the floor for the following Consent Agenda items:

- Regular Meeting Minutes for August 21, 2018
- Closed Session Minutes for August 21, 2018
- Redacted Closed Meeting Minutes for February 20, 2018; February 27, 2018; March 20, 2018; March 27, 2018; April 17, 2018; May 15, 2018; July 17, 2018 and August 15, 2018
- Treasurer's Report for August 2018
- Claims & Accounts List in the amount of \$184,057.08
- Budget Tracking Reports for August 2018

Sewell had questions regarding Budget Tracking.; primarily the increase in postage, advertising and printing. Erhart addressed the questions. This was primarily from the printing and mailing of letters to CARD residents by the board, regarding the dissolution. Sewell went on to question a \$25,000 transfer in July. After discussion, it was concluded this was the money that was given to the City of Collinsville.

Lomax noted some misspelled names in the Redacted Closed Meeting Minutes for March and April.

A motion was made by Lomax, seconded by Sewell, to approve the Consent Agenda items.

Roll was called with the following board members voting AYE: Lomax, Sewell, Wright and Jedda. None voted NAY. Motion passed.

Craney introduced Britt Donoho, a law clerk with his firm, who is going to help Craney with several items for CARD.

EXECUTIVE DIRECTOR & STAFF REPORTS

Jedda opened the floor for Executive Director & Staff Reports.

Erhart discussed the following items:

- The files are almost ready to be sent off to be scanned and put in digital format. Items should be ready to ship next week.

- The City of Collinsville will start moving in on Wednesday. Kimberly Caughran will move into Erhart's office the first of October and Erhart will move into DeRossett's office. Rice will stay in her office.

Jedda asked about the shipping of boxes for scanning. Rice clarified that Iron Mountain is coming to pick up 75 boxes for scanning. She added there are an additional 41 boxes for shredding that need to be approved before shredding. The board continued to discuss the semantics of shredding and scanning.

Rice added that the cost to shred documents was not added to Estimate of Expenses. Erhart said it would be less than a couple thousand dollars.

Erhart added that the City has changed two locks in the building as well as locks in Splash City. He added that starting in October, the City will have three offices and CARD will have two offices.

Jedda asked about the phones. Erhart noted they are in the process of being put in the City of Collinsville's name. The Splash City domain is also being transferred to them.

The board discussed the closing and winterizing of Splash City. Jedda asked if we get anything in writing showing that Westport and Phil's Plumbing has properly winterized the pool.

A motion was made by Sewell, seconded by Lomax, to approve the Executive Director & Staff Reports.

Roll was called with the following voting AYE: Lomax, Sewell, Wright and Jedda. None voted NAY. Motion passed.

OLD BUSINESS

Jedda opened the floor for Old Business.

The first item of discussion was regarding the annual renewal of IPARKS liability insurance. Erhart noted we received the quote from IPARKS on extending the liability insurance through October 1, 2019. This would give CARD the liability coverage needed on past, existing and any future claims between now and October 1, 2019. The premium is \$14,846. Erhart had estimated somewhere between \$15,000 and \$20,000. This also provides coverage on what is left of the computer equipment and software as well as the leased copier. He added that we do have two claims pending from Splash City.

A motion was made by Wright, seconded by Sewell, to approve the annual renewal of IPARKS liability insurance

Roll was called with the following voting AYE: Lomax, Sewell, Wright and Jedda. None voted NAY. Motion passed.

NEW BUSINESS

Jedda opened the floor for New Business.

The first item of business was regarding projections of CARD expenses and revenue through 01/31/2019. Rice created a spreadsheet covering expected expenses and revenue through January 1, 2019. He went on to discuss financial planning for after January 31, 2019.

Lomax asked if we are challenging the real estate taxes on the golf course. Jedda stated yes.

This was a discussion only. No action was required. Jedda and Erhart thanked Rice for putting the report together.

The second item of business was regarding the annual audit for the fiscal year ending 04/30/2018. Erhart presented the board with a printed version of the audit so they can review it and discuss it at the next meeting. He said it was a very good audit and there were no issues. He added that when he first started, the audit took six months and it took three days

this time. He noted that Rice has done a heck of a job on finance side. He added the only reason we are not in a positive net position is because of the assets that were given away.

This was a discussion only. No action was required.

Jedda stated he will not be able to make the October 16, 2018 board meeting. The board meeting is being rescheduled from October 16, 2018 to October 23, 2018.

The third item of business was regarding a letter to CARD residents. Jedda discussed the content of the letter and the potential cost of approximately \$5,400 to \$5,500 associated with it. He suggested sending the letter out the first or second week of October. Jedda will be drafting the letter and Craney will review it. Wright asked about what fund this will be paid for out of. Erhart said it is for printing and postage out of general corporation fund. Lomax asked if that was the cheapest we could get for printing and postage. Jedda said yes. Wright asked what the count was. Jedda said it was 12,800 households. It breaks down to \$0.37 per letter.

A motion was made by Sewell, seconded by Wright, to authorize the spending of up to \$5,500 for printing and postage costs of sending another letter to CARD residents regarding the referendum on the November Ballot regarding the dissolution of CARD.

Roll was called with the following voting AYE: Lomax, Sewell, Wright and Jedda. None voted NAY. Motion passed.

FOR THE GOOD OF THE DISTRICT

Jedda opened the floor for the Good of the District.

Erhart thanked DeRossett for her dedication and service over the last four years with CARD. He wished her luck in her future endeavors.

Jedda thanked Rice for all her extra work in putting reports together and preparation of files.

Lomax added that it is unfortunate that anybody loses their job. She noted that everyone has done a very good job and have been very dedicated employees. The worst thing as that we are going to have to move on and find different jobs.

OTHER BUSINESS

A motion was made by Sewell, seconded by Wright, to go into Closed Session for the purpose of discussing the employment, compensation, or dismissal of specific employees, purchase or sale of real property, and litigation. (5 ILCS 120/2§ 1, 5, 6, 11).

Those voting AYE were Lomax, Sewell, Wright and Jedda. None voted NAY. Motion Passed.

The Board adjourned to CLOSED SESSION at 7:04 P.M.

The Regular Meeting of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order in OPEN SESSION by Jedda, September 18, 2018 at 8:08 P.M. at the district office, 10 Gateway Drive, Collinsville, Illinois. Commissioners present were Lomax, Sewell, Wright and Jedda. Staff present included Erhart and DeRossett. District Attorney Craney and Donoho were present as well.

No further business coming before the commissioners, a motion was made by Sewell, seconded by Wright, the meeting be adjourned. Those voting AYE were Lomax, Sewell, Wright and Jedda. None voted NAY. The motion was passed.

The meeting stood adjourned at 8:09 P.M.

Respectfully Submitted,

Kimberli DeRossett, Recording Secretary

Date